

## Purpose of the Document

This document will explain how to apply for “Mukhya Mantri Swavlamban Yojana-2018” on Single Window Portal in a language non-technical person can understand.

# User Guide



## Registration of Partnership Firm

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## PROCEDURE FOR APPLICATION SUBMISSION

Step-1: Visit the official website of Department of Industries Himachal Pradesh by clicking on the below link <http://emerginghimachal.hp.gov.in/>

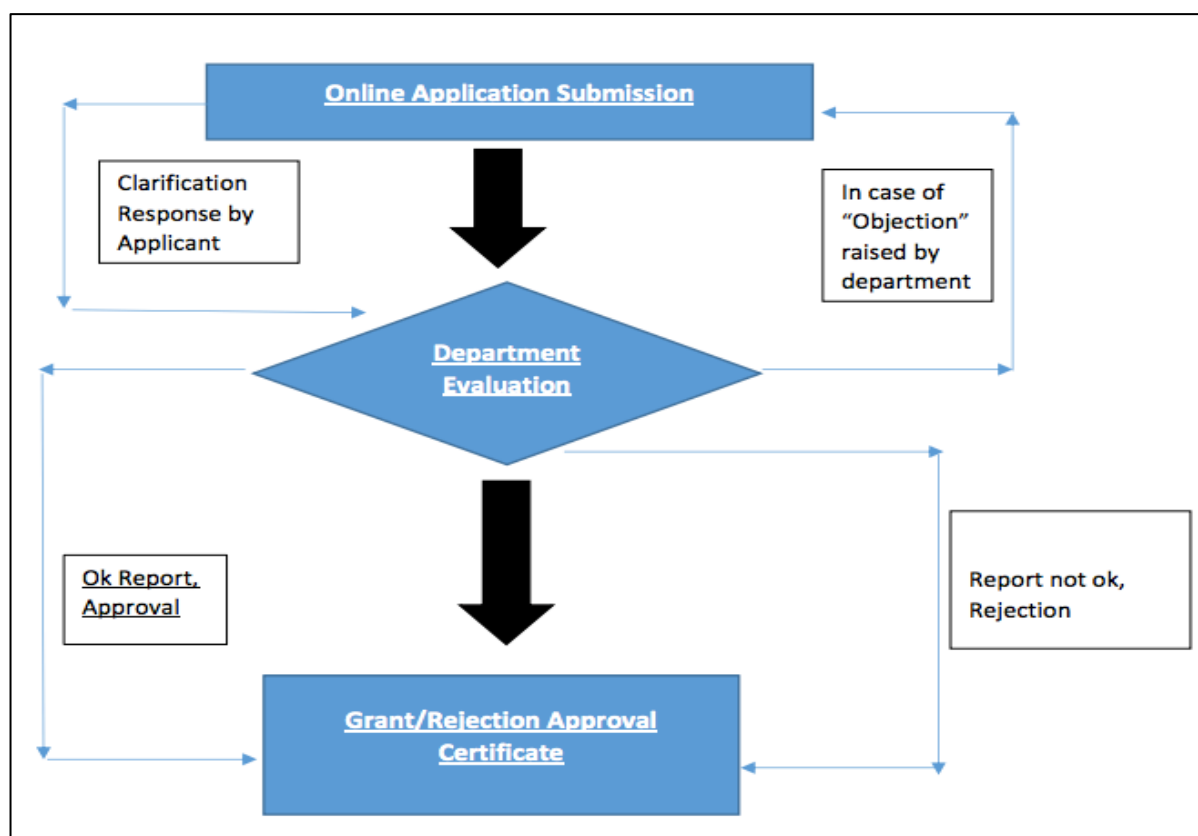
Step-2: Now, create your user account by registering yourself with Single Window Clearance System. Go-to “Investor Sign-up” and get your registered credentials after filling all the mandatory information.

Step-3: After successful registration on SWCS, user will get an acknowledgment on both email and registered mobile.

Step-4: Now, fill the mandatory application form and upload the scanned copy of documents enlisted in checklist for Registration of Partnership Firm.

Step-5: After successful entries of mandatory fields and uploading of scanned documents, user can make online payment.

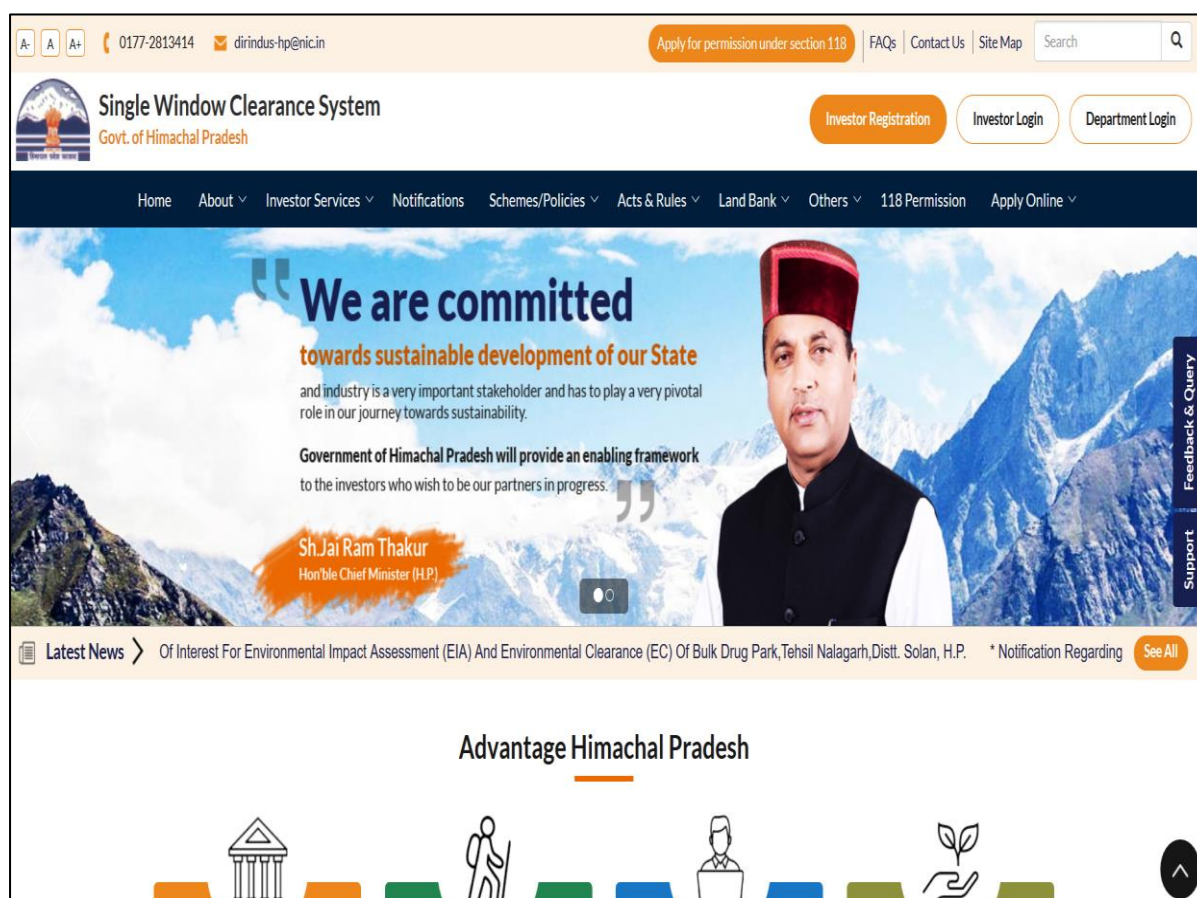
Step-6: After payment is done successfully, user can finally submit the application to the department



## 1. Home Page

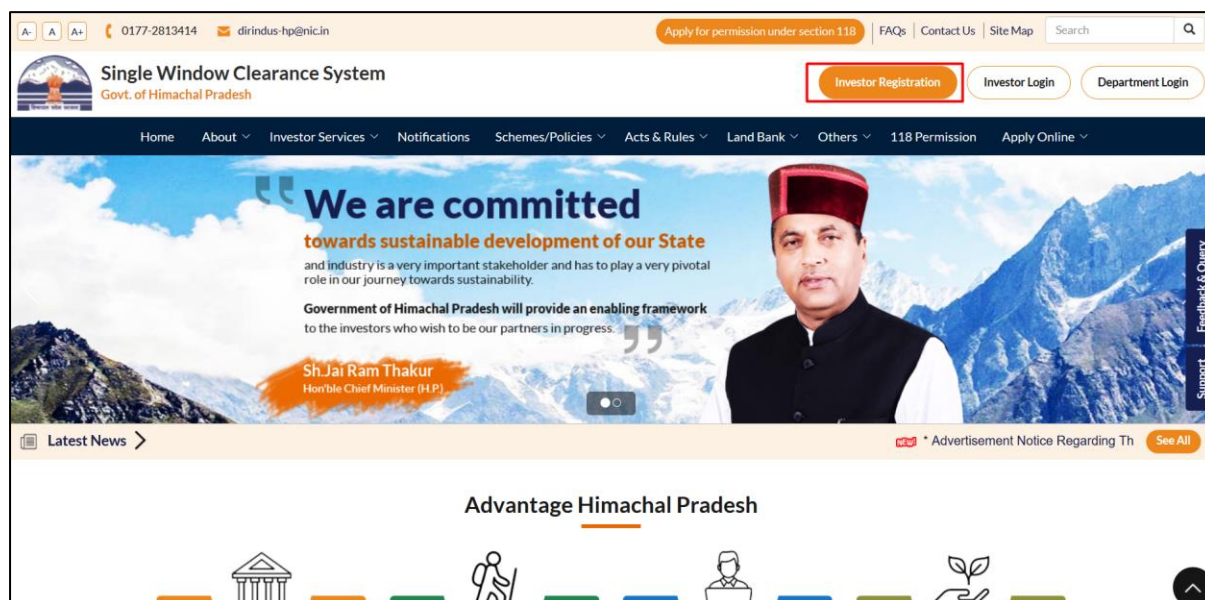
The Govt. of Himachal Pradesh has launched Single Window Portal for Investors. Every investor who intends to invest in Himachal Pradesh and existing Investor who want to apply for various approvals can access the portal by using below mentioned link.

Website URL: <http://emerginghimachal.hp.gov.in/>



## 2. Investor Registration/Login

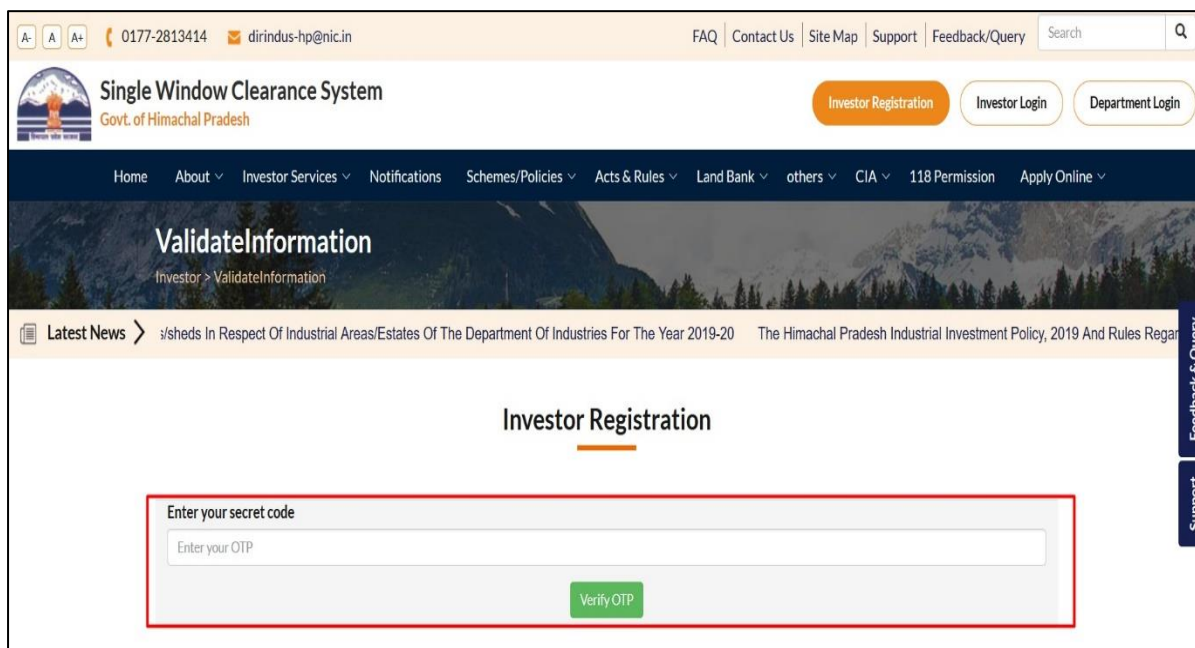
1. To register as Investor, Click on “Investor Sign-up” button.



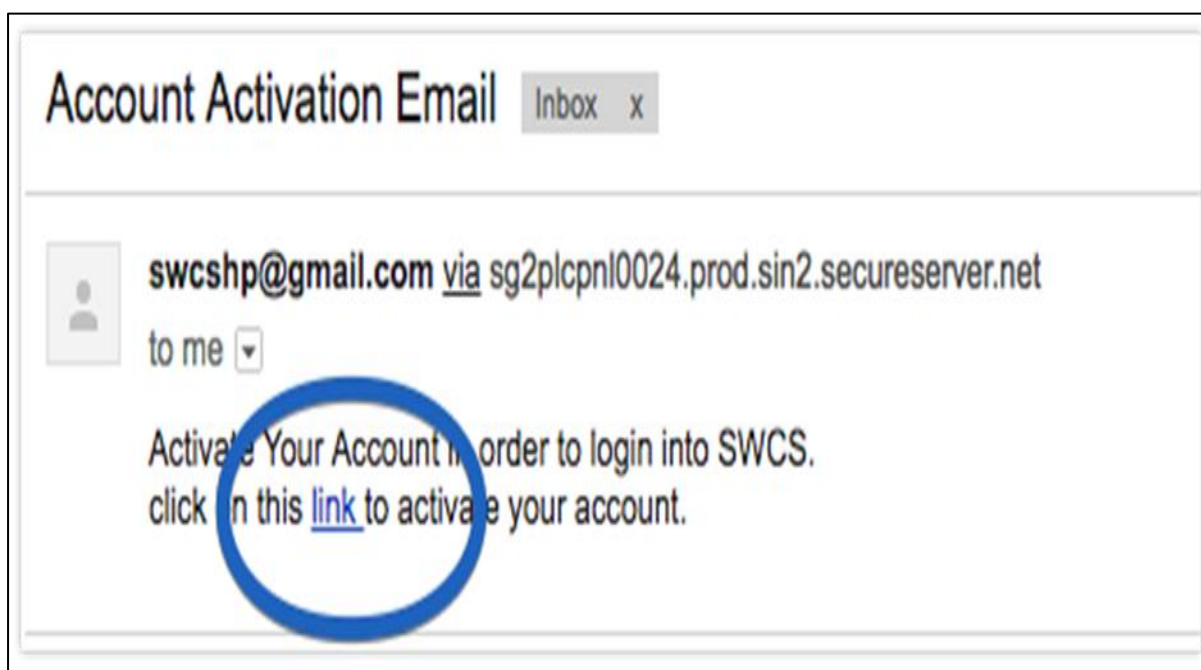
2. Following page is displayed on clicking “Investor Registration” where user is required to fill all the requisite details. After submission of details click on “Register” button as highlighted below.

The screenshot displays the 'Investor Registration' form on the website. The form is titled 'Investor Registration' and is divided into several sections. The first section contains fields for 'Email ID \*' (with a 'Valid Email ID' placeholder), 'Mobile Number \*' (with a 'Mobile Number' placeholder), 'Choose Password \*' (with a 'Password' placeholder), and 'Re-Type Password \*' (with a 'Re-type Password' placeholder). The second section, 'Personal Information', includes fields for 'First Name \*' (with a 'First Name' placeholder), 'Last Name \*' (with a 'Last Name' placeholder), and 'Address \*' (with an 'Address' placeholder). Below these fields, there is a '2020qc' logo and a 'Get a new code' link. The final section prompts the user to 'Please enter the letters as they are shown in the Image above \*' with a text input field and a note '(Letters are not case sensitive)'. A red 'REGISTER' button is located at the bottom of the form.

3. User will receive “One Time Password” on his mobile number that he has entered in last screen. User need to enter this OTP in following screen and click on Verify OTP.



4. After successful verification of OTP, an activation link is sent to the resisted email-id”.

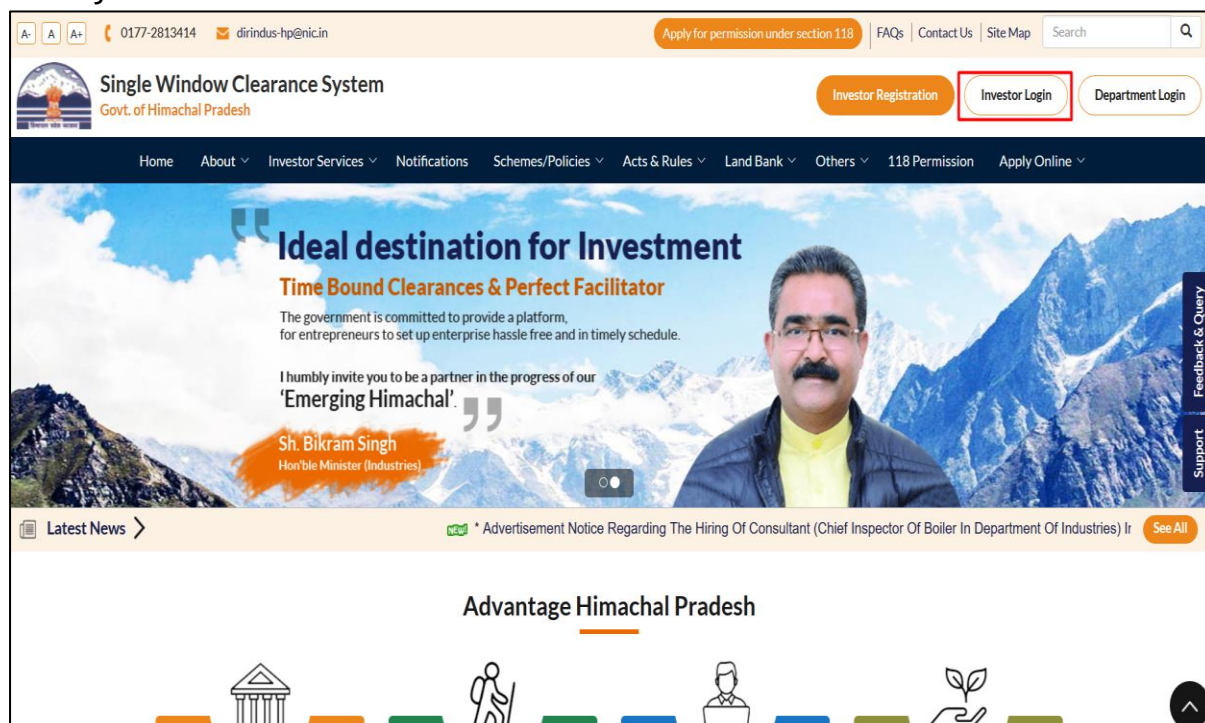


Click on link in order to activate Single Window Account



### 3. Investor Sign-in

1. Visit the website as mentioned by following the link <http://emerginghimachal.hp.gov.in/>. Click on Investor "Investor Login" in order to login.



2. Enter User name & Password on the following screen and click on "LOGIN". Username can be registered email id & IUID that user will receive after registration on Email as well as mobile SMS.

The screenshot shows the "Investor Login" page. The page has a header with contact information and navigation links. Below the header is a banner for the "Single Window Clearance System" with a "Govt. of Himachal Pradesh" logo. The banner features a large image of a man (Sh. Bikram Singh, Hon'ble Minister (Industries)) and text: "Ideal destination for Investment", "Time Bound Clearances & Perfect Facilitator", and "The government is committed to provide a platform, for entrepreneurs to set up enterprise hassle free and in timely schedule." There are buttons for "Investor Registration", "Investor Login" (highlighted with a red box), and "Department Login". Below the banner is a section titled "Advantage Himachal Pradesh" with icons representing various services. The main content area is titled "Sign In" and "Investor Login". It contains a form with the following fields: "IUID/Email ID" (with a red box around it), "Password", and a CAPTCHA image. Below the form are links for "Forgot Password?" and "Resend Activation Mail", and a "LOGIN" button.

## 4. Apply for Registration of Partnership Firm

1. Login to the website as mentioned in step 3. Following screen will be the dashboard of the user. "Incomplete applications" will show the applications not completed by the applicant, "Pending applications" will show the applications pending with the department for approval, "Approved applications" will show approved applications of the investor and "Rejected applications" will show applications rejected by the department.

The screenshot shows a web application dashboard. On the left is a sidebar menu with sections: HOME, GENERAL (containing links like 'Know Your Approvals', 'Grievance', 'Apply for Project Approval', etc.), and OTHER APPROVALS (containing links like 'Update Project Status', 'Geological Wing', 'Boilers & Act Regulation', 'Partnership Firm', 'Labour'). The main content area has a header with five status cards: Incomplete Applications (0), Pending Applications (0), Forwarded Applications (0), Approved Applications (0), and Rejected Applications (0). Below these is a section titled 'CAF Applications' with a sub-header 'Description For Pending Applications'. It contains a table with columns: ID, Application, Department, Status, Download, EC Letter, and Print. The table lists three entries: 'Inspection by Building Proposal Office/ relevant agency as part of obtaining construction' (Department: UD & TCP, Status: Not Submitted), 'Dealer Registration' (Department: Weights and Measures, Status: Not Submitted), and 'Online Boiler Application' (Department: Boilers & Act Regulation, Status: Not Submitted). A 'No application' message is shown at the bottom of the table.

2. Click on "Partnership Firm" in the left panel of the screen as mentioned in the below screenshot to proceed. Click on "Apply" of Registration of Partnership Firms as indicated to proceed further

This screenshot shows the 'Partnership Firm' application page. In the left sidebar, the 'Partnership Firm' link is highlighted with a red box and labeled '1.'. The main content area shows a table with columns: S.No., Service Name, and Action. The table contains one entry: S.No. 1, Service Name 'Registration of Partnership firms', and an 'Apply' button. The 'Apply' button is highlighted with a red box and labeled '2.'. Above the table is a search bar and buttons for 'Copy', 'CSV', and 'Print'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.



- Enter details into the corresponding fields. Fields marked with \* are mandatory and cannot be left blank. Click on “Add new Partner details” to add more than one partner. Similarly click on “Add new Witness Detail” to add more than one witness. Click on “Save & Next” to proceed to next step.

Single Window

HOME

GENERAL

Know Your Approvals

Grievance

Apply for Project Approval

Apply for Project Expansion

Apply for 110 Permission

Department of Industries

Apply for Industrial Plot

OTHER APPROVALS

Update Project Status

Geological Wing

Boilers & Act Regulation

Partnership Firm

Labour

HPSEBL

Electrical Inspectorate

Fire

PCB

Weights and Measures

PH

UD & TCP

Incentive

Municipal Corporation

test test

The Indian Partnership Act, 1932 Application for Registration of Firm by The Name

1

Step 1

Application Form

2

Step 2

Checklist

3

Step 3

Payment

4

Step 4

Declaration

Applicant Detail

UID \*

39347821

Name \*

test test

Corresponding Address \*

test test test

Pin Code \*

171001

Mobile \*

9411877312

Email \*

akhil1ey@gmail.com

Firm Detail

Firm Name \*

\* Enter the firm name

Place of Business

A. Permanent Place

Address \*

\* Correspondence Address

Pin Code \*

\* Pin Code

District \*

Please Select District

Tehsil \*

Tehsil Name

Telephone/Mobile \*

Telephone/Mobile

B. Other Place (if Any)

Address \*

\* Correspondence Address

Pin Code \*

\* Pin Code

District \*

Please Select District

Tehsil \*

Tehsil Name

Telephone/Mobile \*

Telephone/Mobile

Falls under BBND (Baddi Barotiwala Nalagarh Doon)

BBND Area

—Please Select

Partner Details

+ Add New Partner Detail

Full Name of Partner

Mobile Number

Date of Joining the Firm

Himachali Agriculturist

Address

Delete

Full Name of Partner

Mobile Number

2019-12-21

—Please Select—

Address of Partner

Witness Details

+ Add New Witness Detail

Full Name of Witness

Mobile Number

Address

Delete

Full Name of Partner

Mobile Number

Full Address of Witness

Save & Next

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- Click on "Select File" the upload respective documents and then click on "Upload" to upload the documents. The documents type marked with \* are mandatory to upload. After uploading all the required documents click on "Submit" to proceed to Payment.

Registrar Of Company

Step 1 Application Form Step 2 Checklist Step 3 Payment Step 4 Declaration

Checklist

Registrar Of Company -Step 2

Upload Documents

Document Type	File Type	Document Size	Document Status	Action
Partnership Deed *	application/pdf	1-25000 Kb	Select file	Upload
Partners Id Proof *	application/pdf	1-25000 Kb	Select file	Upload
Partner Address Proof *	application/pdf	1-25000 Kb	Select file	Upload
Affidavit Or Undertaking *	application/pdf	1-25000 Kb	Select file	Upload
Passport Size Photo Of All Partners *	application/pdf	1-25000 Kb	Select file	Upload
Form 1	application/pdf	1-25000 Kb	Select file	Upload

Back Submit

- Following screen will show the application and it can be edited by clicking on "Edit Application" button. Click on "Pay Now" to continue with payment

Applicant Detail

UID 58704922 Applicant Name Shivam Rana Email crisismailbox@gmail.com

Address asd Pin Code 123123 Mobile Number 7018402364

Firm Detail

Firm Name XYZ

Place of Business

A. Permanent Place

Address 123 Pin Code 123123 Telephone/Mobile 9191919191

District Shimla Tehsil asd

B. Other Place (if Any)

Address Pin Code Telephone/Mobile

District Tehsil

Partner Details

Full Name of Partner Mobile Number Date of Joining the Firm Address

asd 1231231231 2018-05-8 asd

Witness Details

Full Name of Witness Mobile Number Address

asd 1231231231 asd

Edit Application

Payment Detail

Order #	Grand Total	Order Date & Time
100770000018	₹ 3	2018-05-08 09:34:15
Billing Name	Billing Address	Contact number
Shivam Rana	asd, ADS, ASD, 123123	7018402364

Pay Now

- After successful payment, Tick on "I accept" to accept the declaration and submit the application.

Home > Declaration

Declaration

DECLARATION

I, do hereby declare that the facts and contents given above for the Registration of Partnership Firm under Indian Partnership Act, 1932 are true to the best of my knowledge and belief.

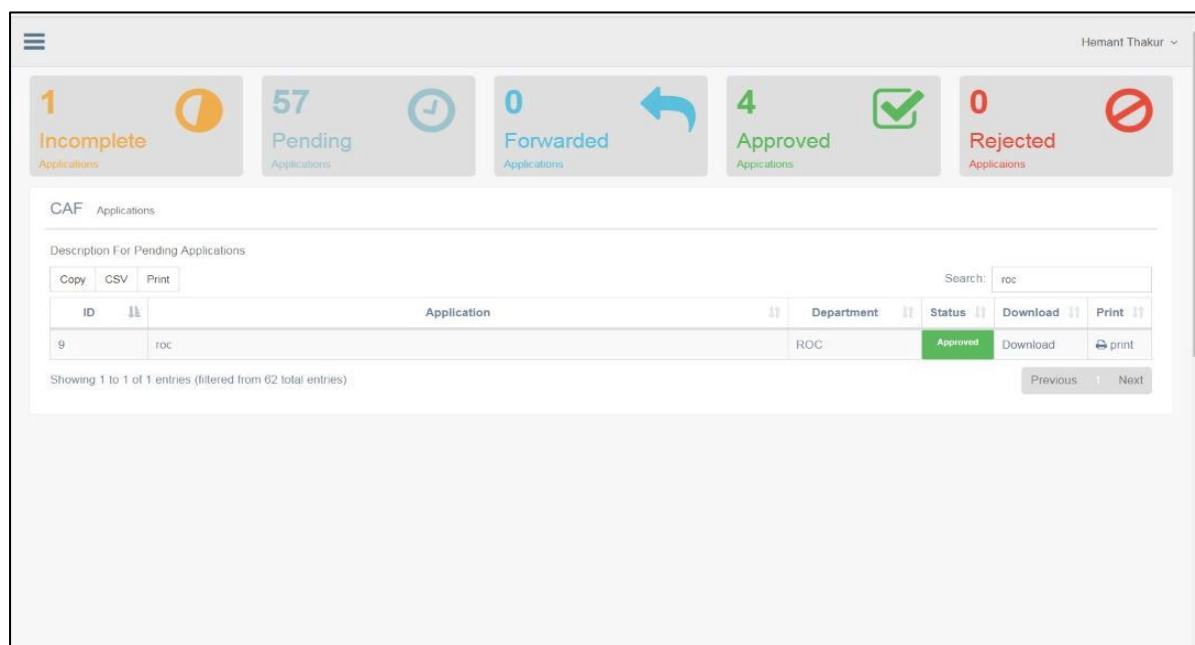
Place  
Date: 08-05-2018

☒ I Accept

Submit ✓

## 5. Download approval certificate.

1. After the approval of application by the department, download link for the certificate will be activated. To download the certificate, click on "Download".



The screenshot shows a web application interface for 'CAF Applications'. At the top, there are five status cards: 'Incomplete Applications' (1), 'Pending Applications' (57), 'Forwarded Applications' (0), 'Approved Applications' (4), and 'Rejected Applications' (0). Below these, there's a section for 'Description For Pending Applications' with buttons for 'Copy', 'CSV', and 'Print'. A search bar contains the text 'roc'. A table lists applications with columns for ID, Application, Department, Status, Download, and Print. One application is shown with ID '9', Application 'roc', Department 'ROC', and Status 'Approved'. The 'Download' and 'Print' links are active. At the bottom, it says 'Showing 1 to 1 of 1 entries (filtered from 62 total entries)' and has 'Previous' and 'Next' buttons.

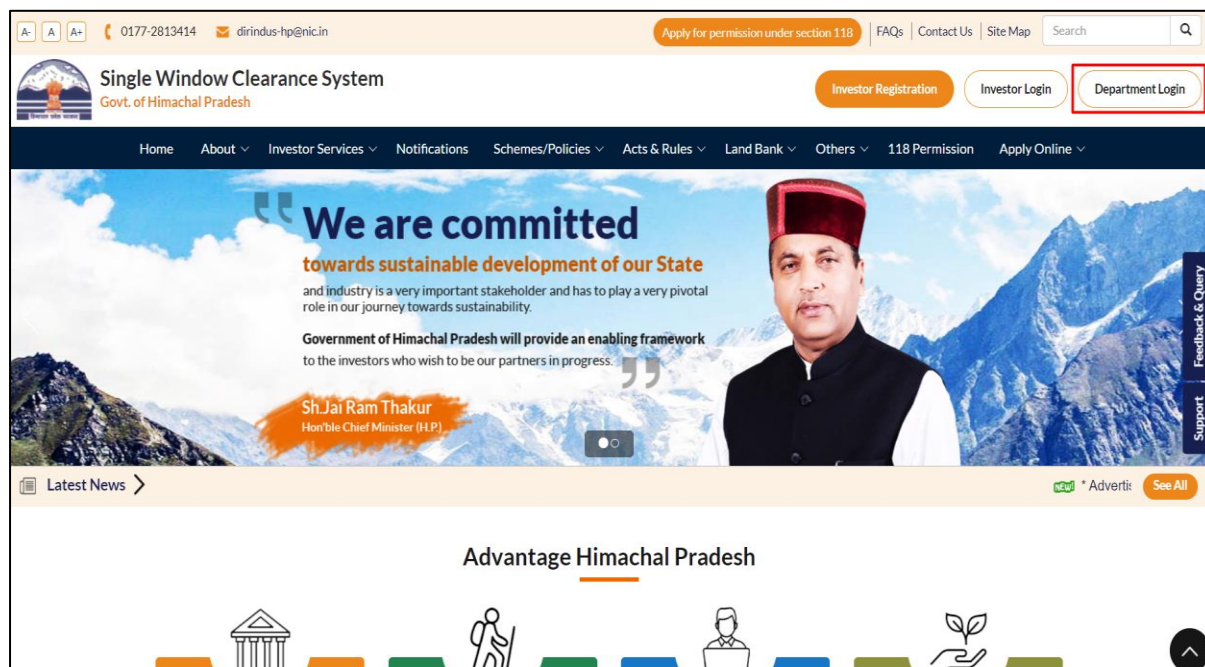
2. The certificate will be downloaded as PDF as follows:



The screenshot shows a PDF certificate titled 'Single Window Clearance System' from the 'Directorate of Industries(DOI) Govt. of Himachal Pradesh'. It is 'FORM 'C'' and is addressed to the 'DEPUTY REGISTRAR OF FIRMS, DISTRICT INDUSTRIES CENTRE (Shimla), Udyog Bhawan, Bemloe, Shimla-171001'. The main heading is 'Acknowledgement of Registration of Firm'. The text states: 'The Dy. Registrar of Firms, Shimla, Himachal Pradesh hereby acknowledges the receipt of the statement prescribed by section 58(1) of Indian Partnership Act, 1932. The statement has been filed and the name of the Firm M/s Test has been entered at Serial No. ROC/9/6/44950 dated 2018-05-08 in the Register of Firm.' The certificate is signed and dated '2018-05-08' by the 'Dy. Registrar of Firms cum General Manager, District Industries Centre, Shimla'. The place is 'Shimla' and the date is '2018-05-08'.

## 6. Department Login and Application Process

1. Visit the website as mentioned by following the link <http://emerginghimachal.hp.gov.in>. Click on “Department Sign-in” in order to login as department official



2. Enter user credentials on the following screen and click on “LOG IN

The screenshot displays the 'Department Login' form. It features a title 'Department Login' at the top. Below the title, a note states 'Fields with \* are required.' The form contains two input fields: 'Username \*' and 'Password'. A 'Log in' button is positioned below the password field. To the right of the button is a link for 'Lost your password?'. At the bottom of the form, there is a message: 'New to site? Please Contact Admin to register'. The footer of the page includes the 'Single Window Clearance System' logo and the copyright notice '© 2017 Directorate of Industries'.

3. Login to the website as mentioned by following the link <http://emerginghimachal.hp.gov.in/> and then click on "View".

ROC Dashboard 08-May 2018

Summary:

- 1 Pending Applications
- 0 Forwarded Applications
- 0 Approved Applications
- 0 Rejected Applications

Application (2)

ID	Application Name	Firm Name	Submission Date	Department	Status	Action
10	roc	XYZ	2018-05-08 09:20:33	ROC	Pending	<a href="#">View</a>

4. Check the documents as per the guidelines and either verify them or reject them

Application View

200: Successfully Updated

Application Name:- ROC (Submission ID: 9)

**Applicant Detail**

UID	29996780	Applicant Name	Hemant Thakur	Email	er.hemant906thakur@gmail.com
Address	#1164 Sec. 10	Pin Code	175018	Mobile Number	7009265811

**Firm Detail**

Firm Name	Test
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**Place of Business**

A. Permanent Place

Address	test address	Pin Code	123456	Telephone/Mobile	9882102908
District	Shimla	Tehsil	Shimla		

B. Other Place (if Any)

Address		Pin Code		Telephone/Mobile	
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**Uploaded Documents**

Document Name	View/Download	Status	Action
Partnership Deed	<a href="#">Download</a>	Verified	
Partners ID Proof	<a href="#">Download</a>	Pending for verification	<a href="#">Verify Document</a> <a href="#">Reject Document</a>
Partner Address Proof	<a href="#">Download</a>	Pending for verification	<a href="#">Verify Document</a> <a href="#">Reject Document</a>
Affidavit or Undertaking	<a href="#">Download</a>	Pending for verification	<a href="#">Verify Document</a> <a href="#">Reject Document</a>
Passport Size Photo of all Partners	<a href="#">Download</a>	Pending for verification	<a href="#">Verify Document</a> <a href="#">Reject Document</a>

**Comments**

Previous Level Verifier Comments: No Comments

Approver Comments: Approver Comments...

**Actions**

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5. If all the documents are verified, then click on "Proceed". If there are any discrepancies in the application, it can be reverted back to the investor by clicking on "Revert back to Investor".

### Uploaded Documents

Document Name	View/Download	Status	Action
Partnership Deed	Download	✓ Verified	
Partners ID Proof	Download	✓ Verified	
Partner Address Proof	Download	✓ Verified	
Affidavit or Undertaking	Download	✓ Verified	
Passport Size Photo of all Partners	Download	✓ Verified	

### comments

Previous Level Verifier Comments:

No Comments

Approver Comments:

Approver Comments...

### Actions

✓ Proceed
↩ Revert Back to Investor

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6. After the approval of nodal officer, approving officer can similarly either click on "Proceed" or "Revert back to Investor".

### Applicant Detail

SUD	55704002	Applicant Name	Shivan Rana	Email	crismailbox@gmail.com
Address	asf	Pin Code	123123	Mobile Number	7018402364

### Firm Detail

Firm Name	XVZ
-----------	-----

### Place of Business

A. Permanent Place					
Address	123	Pin Code	123123	Telephone/Mobile	9191919191
District	Shivra	Tehsil	asf		
B. Other Place (If Any)					
Address		Pin Code		Telephone/Mobile	
District		Tehsil			

### Partner Details

Full Name of Partner	Mobile Number	Date of Joining the Firm	Address
asf	1231231231	2018-05-8	asf

### Witness Details

Full Name of Witness	Mobile Number	Address
asf	1231231231	asf

### Uploaded Documents

Document Name	View/Download	Status	Action
Partnership Deed	Download	✓ Verified	
Partners ID Proof	Download	✓ Verified	
Partner Address Proof	Download	✓ Verified	
Affidavit or Undertaking	Download	✓ Verified	
Passport Size Photo of all Partners	Download	✓ Verified	
Sign 1	Download	✓ Verified	

### comments

Previous Level Verifier Comments:

no\_comments

Approver Comments:

JD

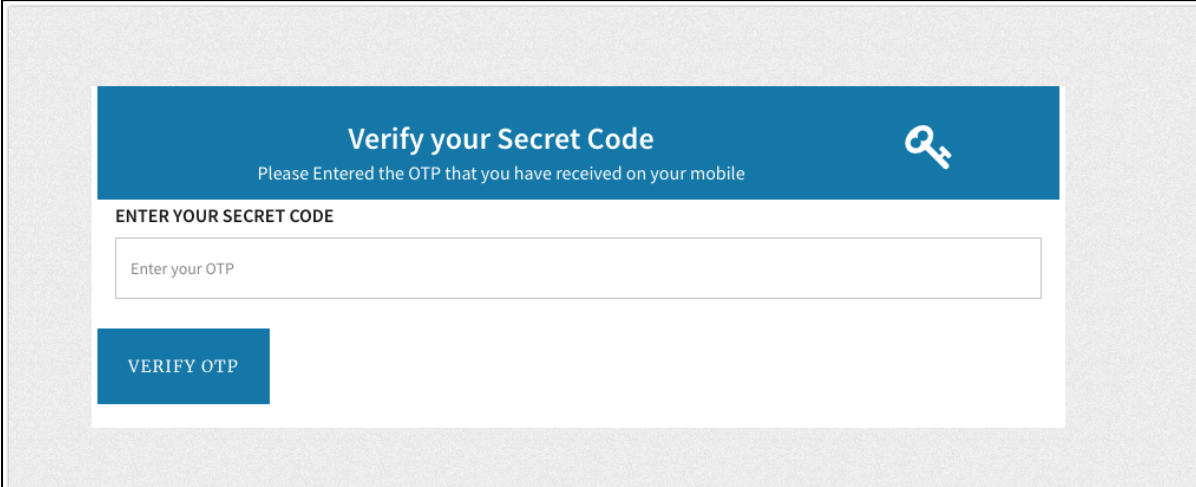
### Actions

✓ Proceed
As Print
↩ Revert Back to Investor

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7. Enter the OTP code received on mobile number to approve the application. After successful verification of OTP digitally signed certificate will be available on investor dashboard automatically.



**Verify your Secret Code**

Please Entered the OTP that you have received on your mobile

**ENTER YOUR SECRET CODE**

Enter your OTP

**VERIFY OTP**

**Thank You**